

DATA TECHNICIAN SUPERVISOR

KING COUNTY SHERIFF'S OFFICE

Hourly Rate Range \$20.08--\$25.45

Job Announcement No.: 02LW2865

OPEN: 10/14/02 CLOSE: 10/28/02

WHO MAY APPLY: This is open to King County employees and the general public.

WHERE TO APPLY: Required forms and materials must be sent to: **King County Human Resources Division, 500 4th Ave., Room 450, Seattle, WA 98104.** Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are **not accepted**).

FORMS REQUIRED: a [King County application form](#), [King County data sheet](#), self-screening questionnaire and supplemental questions.

WORK LOCATION: This position works in downtown Seattle in the King County Courthouse.

WORK SCHEDULE: This employee works a 40-hour work week, typically day shift, Monday through Friday, but the flexibility to work overtime and/or occasional other shifts is required.

PRIMARY JOB DUTIES INCLUDE: The primary purpose of this position is to supervise a unit of about 12 Police Data Technicians who work on a 24 hour - 7 day basis. The unit is responsible for accurately maintaining, researching and updating confidential computer databases and paper files primarily containing information on wanted, missing, or dangerous persons, persons or property in custody, stolen property, warrants and court orders. Information is received from and communicated to field officers and criminal justice agencies via telephone, radio, teletype, fax machine, and in person, often on a time sensitive, real-time basis involving people who have been stopped by officers or are in their temporary custody. This position reports to a manager in a Section that includes the Police Records Unit and is headed by a police captain. Duties of the Data Technician Supervisor include but are not limited to:

1. Plan, coordinate, assign, prioritize, provide direction to and monitor the quality of work of unit staff. Identify and solve workload and scheduling problems and approve leaves; provide assistance to staff with difficult assignments. Interview and select employees for positions in unit; appraise employees' performance and determine necessary action; handle and resolve personnel problems; coordinate and implement decisions on discipline problems.
2. Establish policies and procedures for the Unit. Interpret and implement data procedures required by the State of Washington and the FBI. Control and oversee the proper maintenance, archiving, release and destruction of vital police and suspect records that may impose severe consequences on the agency if mishandled.
3. Collaborate with supervisors in the Police Records Unit to analyze problems and implement solutions to issues that may affect both work groups. Develop a working knowledge of procedures and policies of Records Unit.
4. Resolve technical and procedural problems encountered by staff.
5. Develop, monitor and maintain unit budget.
6. Act as a liaison within and outside the Sheriff's Office to solve problems and to implement work plans and procedures required by technological changes and/or new legal requirements. Track legislation and rule changes and implement new procedures to ensure compliance.

7. Coordinate, participate in and oversee training of new employees by other Police Data Technicians. Perform duties of Police Data Technician when employee absences demand it.

QUALIFICATIONS: Applicant's accomplishments must demonstrate the ability to manage people, implement change, solve problems creatively, and perform successfully in a highly technical field such as Police Data. Experience must have demonstrated the following knowledge, skills, and abilities:

- ◆ Ability to work as part of a team.
- ◆ Interpersonal and human relations skills.
- ◆ Ability to manage multiple tasks and establish appropriate priorities.
- ◆ Ability to handle a large and diverse workload without sacrificing accuracy.
- ◆ Ability to solve problems creatively.
- ◆ Strong verbal and written communications skills.
- ◆ Basic math and statistical skills for use in budget development and workload management.
- ◆ Ability to assist Human Resources to develop Civil Service testing processes and to make hiring recommendations.

NECESSARY SPECIAL REQUIREMENTS: Must pass a thorough background investigation that includes a polygraph examination. Under State law applicants for Civil Service positions must be U.S. citizens and must be able to read, write and speak the English language.

UNION MEMBERSHIP: This position is represented by Public Safety Employees Union, Local 519.

Class Code: 7454

DATA TECHNICIAN SUPERVISOR SUPPLEMENTAL QUESTIONS

Please write a clear and concise answer to each of the following items. Each item should be answered on a separate sheet of paper. Be sure to write your name and date on the top right corner of each sheet of paper that you submit.

Please limit your response to each item to no more than 750 words (about one and one-half pages). Do not use a font size smaller than 11 points. Handwritten responses will not be accepted. Your responses will be rated on content and effectiveness as well as spelling, grammar, punctuation and word usage.

1. Police Data Technician is a highly technical job. The Data Technician Supervisor must have a great deal of technical expertise and be able to work with multiple information systems (both manual and computerized), to use technical manuals or other technical materials quickly and accurately, and to develop policies and procedures that are in line with laws and rules.

Please describe any experience which demonstrates your ability to use multiple and complex information systems and to use technical manuals and reference materials to independently complete a volume of work.

2. An effective supervisor must be a good leader. However, many fine leaders have never been supervisors.

Please describe any previous experience that specifically demonstrates effective leadership. The experience need not be as a supervisor; other experiences gained in your personal life, through volunteerism, by training or by other means may be used to reflect your ability as a leader. Please

include a brief description of how and where this experience was gained and why you feel you were placed in or assumed a leadership role.

3. Please draft a clear and concise memorandum to the employees that you supervise. The memo should be based on the scenario that follows. You are free to use any acceptable memo format that you know (you will not be rated on format). Your memo will be rated on content and effectiveness as well as spelling, grammar, punctuation and word usage. Once again, please use no font size smaller than 11 and limit your response to 750 words (1.5 pages) or less.

SCENARIO: Lately you've observed that what was once excellent attendance and punctuality has started to slip in the unit that you supervise. Because your office operates 24/7, with minimal staffing on each shift, good attendance and punctuality are both expected. No one person stands out as a problem; it just doesn't seem that attendance and punctuality are as good as they were previously. Please draft a memo to your staff addressing this issue.

**DATA TECHNICIAN SUPERVISOR
SELF SCREENING BACKGROUND QUESTIONNAIRE**

APPLICANT NAME _____

In order to apply for the King County Sheriff's Office, you must answer the following employment conditions and background questions. Circle your answers in the table on this page. Please answer carefully. **All answers will be verified in the course of the required background investigation and polygraph examination. Dishonest answers will be grounds for rejecting your application.** If you have questions regarding the meaning of any statement listed below, seek clarification before you submit your application. **NOTE: If you have committed illegal actions (whether or not you were caught) other than very minor actions, such as stealing a pencil from your employer or a candy bar as a child, please call prior to submitting an application to find out whether these actions will disqualify you, to:**

Background Investigations, (206) 296-4074

1. Are you now a United States citizen?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. Can you read, write and speak the English language so as to be easily understood?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3. Have you been convicted of a felony as an adult?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4. Have you bought, sold, possessed, transported or used marijuana within the last three years?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5. Have you bought, sold, possessed, transported or used any other controlled substance such as, cocaine, opiates, LSD, or other illegal non-prescription drugs within the last five years?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
6. Have you ever committed any serious illegal acts (whether or not you were caught)? (This does <i>not</i> include crimes such as shoplifting a pack of gum as a juvenile.) <i>Note: Misdemeanors committed after the age of 18 will be screened on an individual basis.</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7. Do you have a record of frequent lateness or absence from work with current or past employers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Signature: _____

Date: _____